



**Reference:** 00338005  
**Department:** General & Administration  
**Position:** Office Administrator  
**Type:** Full Time  
**Location:** Macclesfield, UK  
**Salary:** Negotiable

### **ROLE DESCRIPTION**

Your role will be to organise and supervise all of the administrative activities of the office. You will carry out a range of administrative and IT-related tasks, depending on the business requirements of the company. Duties include:

- \* using a range of office software, including email, spreadsheets;
- \* managing filing systems;
- \* managing accounts payables
- \* basic book-keeping
- \* maintaining supplies of stationery and equipment;
- \* responding to customer enquiries and complaints;

### **KEY COMPETENCIES**

1. Punctual, hardworking and trustworthy
2. Bright, enthusiastic and creative
3. Consistently act in professional and ethical manner

### **REQUIRED BACKGROUND**

Desirable Education: Degree level

### **CONTACT**

Email: [jobs@chillingo.com](mailto:jobs@chillingo.com) [NO Recruitment Agencies]